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GENERAL SERVICES ADMINISTRATION

Washington, D.C. 20405



MAR 4 1968

Honorable Richard Helms
Director of Central Intelligence
Washington, D.C. 20505

Dear Mr. Helms:

For three days, April 29 through May 1, 1968, the General Services Administration will conduct a special conference for agency records management officers and their superiors. This conference is the seventh in a series of annual meetings which started in 1962. As in past years, the conference will cover subjects of prime importance to current and future Government-wide records management efforts.

The enclosed agenda describes briefly the subject matter to be covered during the scheduled sessions. Ample opportunity will be provided during each session for open discussion by participants. Officials attending are urged to express their views and to present for group consideration any specific paperwork problems they may have.

This year, the conference site will be the Tidewater Inn in Easton, Maryland. The Inn, less than two hours driving time from Washington, is located in the center of Easton just off Route 50. There will be no fee for participation. The departments and agencies will be expected to pay the travel and per diem expenses of their representatives.

We feel that the coverage and interest level of this year's conference will equal or exceed those of prior years. The problem of keeping abreast of paperwork in the Federal Government is a difficult one. This meeting will provide an excellent opportunity for a critical examination of our objectives and efforts in the paperwork management field.

We hope that the Central Intelligence Agency will be represented at the conference. We suggest that you have [redacted] and Mr. Robert L. Bannerman attend. Of course, if you wish to have someone else participate, we will be glad to have your nominations.

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Sincerely yours,

Lawson B. Knott, Jr.
Administrator

Enclosure

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